



# Recruit, Onboard, and Train Better With a Document Management System

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With an evolving work environment, Human Resources Departments across different industries and countries are having to adapt. Recruiting, onboarding, and training takes up a large part of an HR Department's responsibilities and tasks.

If the HR Department is inefficient, it can have a negative impact on all of the other departments that depend on them. Here's how a Document Management System (DMS) can improve the efficiency of recruiting, onboarding, and training.

## True Costs of HR Paperwork

According to [Gartner](#), Human Resource professionals spend 20-30% of the workweek managing physical documents or document-based information. This quickly adds up to approximately 12 hours per week and over 300 hours per year. A single filing cabinet can cost between \$150 to \$2,000 and can take up 17 square feet of office space. A single filing cabinet only has the capability to hold up to 20,000 sheets of paper.

HR professionals are oftentimes strictly limited to task-driven roles because of how time-consuming physical document management can be. Mis-filing documents, leaving them on the wrong desk, and losing them in a pile— are all issues that can arise when using paper documents instead of a DMS.

## Recruiting Candidates

In-house HR functions are vast in variety. One vital role they play in their company is candidate recruitment for hiring new employees. HR staff is often tasked with placing and managing employment advertisements on sites like LinkedIn, Indeed, and ZipRecruiter. They have to carefully craft employment advertisements that make the

company look realistically appealing to the right type of candidate that will fit well into your company's ecosystem. New employees provide the opportunity to increase human capital. Finding candidates who are well-versed in multiple fields and can wear many hats is especially crucial for smaller businesses that are limited in human capital. Larger businesses have the opportunity to have a large amount of human capital, but they need highly specialized individuals to play specific roles in their work processes.

A DMS can be utilized to assist in the hiring process by providing HR employees a place to securely store prospects' applications, background checks, resumes, and more in an organized manner for easy access and retrieval. During interviews, the interviewer often takes notes on the potential hire. A DMS offers a place for HR interviewers and a way to organize and store interview materials and notes for future reference.

With security features in place, a DMS offers HR departments a way to safely store confidential documents and files that only certain employees can access. This helps to prevent the wrong people from having access to sensitive documents with user-based permissions settings.

## Onboarding and Training New Hires

Onboarding new hires include filling out lots of paperwork ranging from payroll, taxes, contract agreements, and more. Having easy access to these backbone documents is extremely important for a smooth onboarding experience. According to [Software Advice](#), employees spend at least six hours per week looking for paper documents. Using a DMS, you can immediately locate the needed documents and decrease the time wasted..

During onboarding, HR must help new hires get set up and trained accordingly. Assessments and training are necessary to determine new hires' areas of improvement and strength to place them into the best role for who they are. With a DMS, HR can easily access and store assessment documentation to ensure that all new hires are receiving the same assessments. With a DMS in place, HR specialists can retrieve old assessments of employees to reference them. This can help to improve business practices and provide valuable insight. Having this data on file is vital for employee succession planning and transition.

A DMS allows HR to eliminate threads of disorganized emails by providing employees remote access and file editing virtually from any location. This is crucial for data organization and preventing the loss of information. A DMS helps to keep teams connected from any location, in an office, in another state, or in another country, and eliminates the need for paper documents.

During the process of signing legal documents for new hires, the contracts can be digitally signed and transferred to teammates around the world through a DMS. To keep sensitive information private, HR can set up custom security permissions to ensure document privacy and confidentiality. HR can feel confident in user-based access.

You can reduce the hassle of approvals, reviews, and transfers of documents between employees with the right document management system. [Automated workflows](#) custom fit to your business's needs is the best way to implement a strong digital flow within your company with little to no upkeep. Workflows can automatically send reports or forms to an HR professional for review upon completion. This would immensely help HR when onboarding new employees and ensuring all forms are completed correctly. Automation can reduce the burden of manually following up with employees to ensure they have completed the required documents. Customization creates efficient workflows,

which ultimately results in efficient business processes. Optix is built specifically for your company's needs with a stress-free configuration.

Optix has [workflow automation capabilities](#) that can elevate and alleviate the document management process. With a fine-tuned document management system, workflows can be set up to ensure that your custom business rules and logic are functioning properly. This ensures an organized flow of communication, information, compliance, and documentation.

For more information on how a DMS can benefit your HR Department, please visit our [Top 5 Ways Document Management Benefits HR](#) blog.

## The Return on Investment of a DMS

Optix by Mindwrap supports your company's HR Department efforts by optimizing how your business utilizes its time and resources. In the new hybrid work environment, it is crucial to have a DMS to assist with the transition from paper files to digitized files.

Transitioning from the paper-dependent world to the virtual and digital realm is not limited to just reducing expenses in terms of square footage and paper products. A DMS helps share knowledge and resources across teams, regardless of physical location. This is vital with more and more employees working remotely or hybrid.

Employees will save time and money because no longer do they have to sift through reams of paper to find one document. This allows you to reallocate the recouped funds back into areas of the business where they can create a positive impact. Additionally, employees will have more time in a workday to focus on tasks and issues that depend on them.

# Get Started Today!

Reduce the stress and burden of tasks in your HR Department with a DMS. It's crucial for remote and hybrid work success for your company. Implementing a DMS has great potential to optimize your HR Department's daily tasks and responsibilities. Mindwrap can help you determine which system suits your business's needs.

We have industry-leading experts to help you get that conversation started and get your company moving forward in the right direction. [Contact us](#) today to get started.